



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

VACANCY NOTICE

AUGUST 24, 2009

OFFICE OF THE COMMISSIONER EXECUTIVE STAFF ASSISTANT

\$48,795 - \$63,197

APPLICATION PERIOD:

All resumes must be received or post-marked on or before **August 28, 2009**.

APPLICATIONS REQUIREMENTS:

Send resume, cover letter, and two current letters of reference to:

Marvin Abney, Interim Director
Office of Human Resource Development
255 Westminster St.
Providence, RI 02903

Cover letter and resume may be e-mailed to lisa.vieira@ride.ri.gov
Transcripts and signed letters of reference should be mailed.

PLEASE NOTE:

Candidates selected for interview will be required to submit official transcripts.

DUTIES AND RESPONSIBILITIES:

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(Position is part of the Board of Regents)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600

Fax (401)222-6178

TTY 800-745-5555

Voice 800-745-6575

www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

**DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: EXECUTIVE STAFF ASSISTANT

GENERAL STATEMENT OF DUTIES: Incumbents are responsible for providing essential coordination and facilitation of policy and leadership functions for the Office of the Commissioner in order to enhance the effectiveness of the Commissioner and/or Deputy Commissioner of Elementary and Secondary Education.

SUPERVISION RECEIVED: Works under the supervision of a Deputy Commissioner or Chief of Staff with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL
FUNCTIONS:**

Performs a wide variety of administrative functions of a highly complex and confidential nature under the direction of the Commissioner and/or Deputy Commissioner of Elementary and Education.

Works closely with the Commissioner and/or Deputy Commissioner and his/her staff to independently handle routine, confidential, and important administrative activities, including the composition of letters and memoranda, research, and preparation of portfolios, reports, and electronic presentations.

Coordinates a variety of meetings and conferences, travel arrangements, appointments, and related details including screening requests for appointments, speaking engagements, and public appearances.

Works closely with the Commissioner and/or Deputy Commissioner, the Commissioner's Chief of Staff, Directors, the Governor's office, other State agencies, and various Boards and Commissions.

Coordinates the referral of a variety of inquiries from the public, policy makers, school district leaders and from Department personnel related to assigned area of responsibility.

Maintains records for assigned areas of responsibility.

Serves as a liaison with the public and numerous stakeholders.

Processes accounts payable and/or accounts receivable information in assigned area of responsibility.

Prioritizes and organizes daily work by reviewing, reading, researching, and routing information.

Creates, reproduces, and summarizes information as needed.

Identifies and resolves administrative problems by coordinating the preparation of reports, analyzing data, and identifying solutions.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Microsoft Outlook), Internet research capabilities, and general office procedures.

Knowledge of record keeping principles and practices.

Knowledge of standard office procedures and processes.

Skilled in drafting and proofing documents, including use of appropriate grammar, syntax, and usage rules.

Skilled in handling confidential information.

Skilled in working independently.

Skilled in handling multiple tasks simultaneously.

Skilled in solving problems.

Skilled in maintaining organization.

Skilled in maintaining office and public records.

Skilled in interpersonal relations and conflict resolution.

EDUCATION: Associate's Degree in a related field.

EXPERIENCE: Five years of related administrative experience.

and/or any combination of education, knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: October 2008